

EMERGENCY TELEPHONE SERVICE COMMITTEE PUBLIC ACT 32 OF 1986

9-1-1 CENTER PERSONNEL TRAINING FUND DISTRIBUTION

2007 GUIDELINES

I. AUTHORITY

The Public Safety Answering Point (PSAP) training fund was created in Public Act 32 of 1986, when it was amended by Public Act 78 of 1999. As provided by P.A. 78 of 1999, the purpose of the PSAP training program is to distribute training funds to eligible PSAPs for training 9-1-1 center personnel. The funds may be expended only for training programs approved by the Michigan Commission on Law Enforcement Standards (MCOLES).

Public Act 78 of 1999 provides that the MCOLES is the agency empowered to approve the training courses, both basic and in-service. The ETSC Training Subcommittee works with MCOLES to evaluate courses with respect to content and appropriateness and makes recommendations to the MCOLES regarding approval of training courses. A list of approved courses is published by MCOLES and is available on the ETSC web site at: <http://www.michigan.gov/msp-etsc>.

II. ELIGIBILITY

Public Act 78 provides that only Primary PSAPs, which are located within a county that has a final 9-1-1 service plan in place (including implementation of the "Wireless Emergency Service Order" issued by the F.C.C.), are eligible to register for the fund distribution. Eligible Primary PSAPs are required to submit an annual registration to establish or maintain eligibility to receive a distribution from the PSAP training fund.

Eligibility is determined annually and is predicated on several factors.

1. Registration. A complete registration includes forms ETSC-101, ETSC-101W and ETSC-510 prescribed by the ETSC on or before the established deadline.
2. Identification of Personnel. Effective January 1, 2005, complete documentation, including the last four digits of social security numbers, shall be provided for personnel who attend an MCOLES approved training course.
3. Report of Expenditures. An annual accounting of expenditures utilizing 9-1-1 Center Personnel Training Funds shall be submitted in the manner and on the form prescribed by the ETSC (ETSC-510). The expenditure accounting **must** accompany the annual registration. Failure to provide completed ETSC-510 will result in the rejection of the annual registration. **A sample copy of the ETSC-510 is available on the ETSC web site (www.michigan.gov/msp-etsc).**
4. Internal Accounting. You are required to keep an internal accounting system for these training expenditures; if you do not have a system the ETSC-510B may be used.
5. Two-Year Expenditure Period. Funds distributed under this program shall be expended by the PSAP, only for approved training, within 2 calendar years following the year of distribution. This means, for example, funds distributed in the calendar year 2004 shall be expended by December 31, 2006.

If funds are not expended within the 2-year time frame, the PSAP shall be ineligible to receive further distributions of training funds until the balance of funds from the year(s) older than the 2-year time frame is expended. For example, if funds distributed in 2004 are not spent by December 31, 2006, the PSAP shall be ineligible for fund distributions during the calendar year 2007. Eligibility may be restored for the following year's distribution (2008) by expending and reporting the expenditure of funds distributed during the years older than the 2-year time frame. A sample copy of a completed ETSC-510 is available at www.michigan.gov/msp-etsc.

III. REGISTRATION DEADLINE

The deadline for submission of the ETSC-101 registration form is clearly marked on the form. Completed registrations **must be received at the ETSC office no later than 4:00 p.m. on Friday February 2, 2007**. Registrations received after the due date and time shall be ineligible for funding. Facsimile or handwritten forms will not be accepted.

IV. FUNDING DISTRIBUTION FORMULA

Available 9-1-1 Center Personnel Training Funds shall be distributed to eligible Primary PSAPs based on the number of full time equated 9-1-1 personnel (FTEs) they employ. 9-1-1 personnel must be assigned exclusively to 9-1-1 center duties for all hours counted within the FTE formula. Each eligible PSAP shall report the number of full-time 9-1-1 center personnel, the number of hours worked by part-time 9-1-1 center personnel and the total number of hours worked within the 9-1-1 center by all personnel on form ETSC-101. Each 2080 hours worked by full-time and part-time personnel shall be treated as 1 FTE. The number of eligible PSAP FTEs shall be determined by dividing the total number of paid hours worked by 2080, then rounding down to the next whole number. Maximum hours listed may not exceed 2080 for each employee.

"Eligible Employee" means a person employed by a primary public safety answering point (PSAP), who is: (1) a call taker/dispatcher, with responsibility for processing 9-1-1 calls (wireline or wireless); (2) a dispatch supervisor of personnel who is responsible for processing 9-1-1 calls; (3) the director (the person directly responsible for the management of the primary PSAP); and (4) an assistant director or operations manager (an assistant to the director with responsibility for the day-to-day operations of the primary PSAP).

Individuals working in an eligible Primary PSAP, who are eligible to be counted as a FTE MCOLES officer under the provisions of Section 3(a) of Public Act 302, of 1982, as amended, being MCL 18.423(a), **shall not be eligible** for inclusion in the count toward the FTE count for participation by the eligible PSAP in the training fund distribution of Section 409 of Public Act 32 of 1986, as amended; being MCL 484.1409 (1) (d).

Individuals who are eligible to be counted as a FTE under: 1) MCOLES officer under the provisions of section 3(a) of Public Act 302, of 1982, as amended, being MCL 18.423(2), or 2) MCOTC under the provision of Public Act 125 of 2003 as amended, being MCL 791.545, Section 15 are not eligible for inclusion in the count toward the FTE count for participation by the eligible PSAP in the training fund distribution of Section 409 of Public Act 32 of 1986, as amended; being MCL 484.1409(1)(d).

V. DISTRIBUTIONS

The distribution of PSAP training funds is calculated based upon the balance in the 9-1-1 center personnel training fund at the Michigan Department of Treasury at the time of the distribution. Distributions to eligible recipient PSAPs are determined by dividing the available funds by the total number of FTEs statewide to determine the per capita distribution. The per capita distribution is then multiplied by the number of FTEs for each eligible Primary PSAP to determine the PSAP distribution.

Payments are released as soon as possible following the determination of available funds, calculation of the distribution amounts to eligible recipients, and receipt of ETSC approval. Distributions will be made in

the spring for revenues collected in the last six months of the calendar year and in the fall for revenues collected in the first six months of the calendar year.

VI. AUTHORIZED EXPENDITURES

9-1-1 Center Personnel Training Funds distributed under the authority of Act 32 shall be expended only for MCOLES approved training of 9-1-1 center personnel. The following expenditures are eligible for funding:

- Hourly **salaries of instructors** for time spent presenting approved 9-1-1 center personnel training;
- The cost of **purchasing or leasing training materials**, including the following: texts, bulletins, tests, writing materials, slides, films, video tapes, and other materials used to assist the eligible trainees in understanding training topics presented as part of MCOLES approved training;
- Reasonable **rental costs for the use of training facilities** for the express purpose of conducting approved 9-1-1 center personnel training;
- Flat rate **fee or tuition** paid to a training provider independent of the eligible PSAP for presenting approved 9-1-1 center personnel training;
- **Wage Replacement before January 1, 2007** straight time base salary, but not including benefits, of eligible Primary PSAP personnel to attend MCOLES approved training courses, including the hours of travel to and from the approved training and the hours of the approved course.
- **Wage Replacement after January 1, 2007** actual wages including overtime, not including benefits, of eligible Primary PSAP personnel to attend MCOLES approved training courses (either attendee wages or backfill employee wages), including the hours of travel to and from the approved training and the hours of the approved course. Documentation of wage use (ETSC-510B or similar internally generated form) must be kept on site and available upon request of the State 9-1-1 Administrator's office.

Example: When a PSAP sends an employee to training they can use training money to pay for the cost of the actual wages (including overtime) of the employee attending the training or they can use training money to pay for the actual wages (including overtime) of the employee used to backfill for the employee attending training, **but not both.**

- **Travel expenses** to attend approved training.
- See the approved list of Allowable/Disallowable Training Expenses at www.michigan.gov/msp-etsc for additional information.

VII. TRAVEL REGULATIONS

Fund recipients shall comply with the travel regulations and rates of their local or state unit of government.

VIII. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

Fund recipients shall comply with the following:

- 9-1-1 Center Personnel Training Funds **shall be accounted for separately from all other funding sources**. Further, records of training fund revenue and expenditures shall be reported for each calendar year and maintained for 3 years beyond the last year of full expenditure. For

example, if all funds distributed in 2002 are fully expended in 2004, records shall be maintained until December 31, 2007.

- Accounting records and procedures shall comply with Generally Accepted Accounting Principles (GAAP).
- ETSC Dispatcher Training funds unspent for over 5 years (2001 and 2002) shall be returned to the State of Michigan for redeposit into the Dispatcher Training Fund.

IX. REPORTING REQUIREMENTS

The annual accounting of expenditures utilizing 9-1-1 Center Personnel Training Funds shall include the following information:

- The course title, course number, and date of the MCOLES approved training, which was attended.
- The length of the training in hours and the number of trainees attending each course.
- The identity of each person attending each course.
- The amount of Act 32 funds, identified by funding year, spent on each training course and session.

X. AUDITS/REVIEWS

Fund recipients understand and agree that all records of fund revenues and expenditures are subject to inspection and audit/reviews by the ETSC, or its representative, the Michigan Department of Treasury, or the Michigan Auditor General.